



SECRET

Approved For Release 2001/08/14 : CIA-RDP80-01370R000200020055-8

ADVICE OF ALLOTMENT AND PROPERTY WITHDRAWAL AUTHORIZATION		ALLOTMENT TITLE		
TO :		ALLOTMENT SYMBOL		
		APPROPRIATION		
FROM: Budget Division		<input type="checkbox"/> VOUCHERED	ADVICE NO.	
		<input type="checkbox"/> UNVOUCHERED	FISCAL YEAR	
	PERSONAL SERVICES	ALL OTHER OBJECTS	TOTAL	PROPERTY WITHDRAWAL AUTHORIZATION
Previous Total				
Increase Current Qtr.				
Subsequent Qtr.				
Decrease Current Qtr.				
Subsequent Qtr.				
New Total				
QUARTERLY DISTRIBUTION				
1 Jul - 30 Sep				XXXXXX
1 Oct - 31 Dec				XXXXXX
1 Jan - 31 Mar				XXXXXX
1 Apr - 30 Jun				XXXXXX
Remarks:				
STATINTL				
<p>The allottee is responsible for the administration of this allotment under the provision of CIA Regulation [REDACTED] an excerpt from this regulation is given on the reverse side.</p>				
DATE	SIGNATURE			
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STATINTL

CIA AGENCY REGULATION - NUMBER [REDACTED]

G.

"(1) The Advice of Allotment Authorization issued to an official will constitute his authority for incurring obligations for projects or activities under his operating and administrative jurisdiction.

(2) The responsibility for controlling obligations against an allotment rests with the allottee who will be held responsible for any obligation or expenditure made or authorized. It is incumbent upon all Agency officials to make no commitments involving the payment of appropriated funds until appropriate reservations of funds have been established in advance by the Comptroller. Overdrafts in the allotment accounts resulting from failure to obligate funds in advance may indicate violations of Agency funds control regulations and, if sustained, are subject to penalties of law. (Section 3679 Revised Statutes)

(3) In order to comply with Agency regulations and to avoid overdrafts, it will be the responsibility of each allottee to establish such internal procedures, administrative instructions and limitations of authority within his office as may be necessary to assure that obligations incurred are kept within funds available therefor.

(4) To assist officials in maintaining effective controls over their obligations, the Accounting Section will furnish monthly financial reports that will reflect allotment account balances. Agency officials are urged to consult freely with the Accounting Section regarding allotment account available balances and with budget analysts concerning adjustments in total allotments or quarterly allocation thereof."

NOTES

Form No. 619, dated 1 July 1955, "Allotment and Property Authorization Control Record" will be used in lieu of Form No. 32-19, "Memorandum Record Obligation" as prescribed in Regulation [REDACTED]

STATINTL

These forms will be used as prescribed in:
Agency Regulations [REDACTED]

STATINTL

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